



STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
NEVADA DIVISION OF FORESTRY
2478 Fairview Drive
Carson City, Nevada 89701
Phone (775) 684-2500 Fax (775) 684-2570

Nevada Division of Forestry Request for Proposals
Urban Forestry Revitalization Funds Available
For Spanish Tree Care and Green Industry Training, Clark County

The Nevada Division of Forestry (NDF) Urban and Community Forestry Program is requesting proposals for 2009 American Recovery and Reinvestment Act (ARRA) funding for training for the Spanish speaking green industry/landscape workforce in Clark County. The focus of ARRA is to stimulate the economy and create jobs or retain positions. The goal of this project is to improve the awareness, management and care of Nevada's urban trees and improve employability skills and job retention of Spanish speaking green industry workers.

This project is to provide Spanish language landscape management classes in tree care and landscape management skills, increase worker safety, improve English language skills, and develop and implement a program to improve worker employability skills.

Funding Availability

- ✓ Minimum grant request - \$5,000, and in increments of \$5,000 up-to a maximum grant request of \$15,000.
- ✓ NDF reserves the right to partially fund projects.
- ✓ Proposals will be prioritized for funding and kept on file in the event additional funding for 2009 ARRA UF Revitalization in Clark County becomes available in the federal grant period.

Eligible Projects

- Urban forestry and tree and landscape management classes in Spanish and English that offer at a minimum, training in tree pruning and planting, worker protection and pesticide safety. To encourage English language skills, the handouts, the visual presentation, or the speaker's presentation must be presented in both Spanish and English.
- Classes to prepare workers for the International Society of Arboriculture (ISA) arborist or tree climber certification.
- Classes to develop and enhance employability skills and increase job retention.
- Follow-up surveys of class participants and green industry employers.
- Classes are open to participants from other Nevada counties or in neighboring states.

Project Requirements

- A minimum of one training session must be completed by October 30, 2010.
- Personnel billed to the project must receive prevailing wages and Health and Welfare Benefits (Section 1606 ARRA). Wage rate determinations may be made by visiting <http://www.wdol.gov/sca.aspx#0> and inputting state, county, and other project-specific information. Please print a copy of the wage determination as of the date of your application and include it with your application. Wage determinations change from time to time.

- Training sessions must be offered free-of-charge to participants with the exception of fees to cover the costs of refreshments, equipment, or ISA Arborist study materials. Refreshments costs are not eligible for funding.
- Training sessions must be open to the public.
- Projects must include participant surveys.
- Proposals must include a follow-up training evaluation to determine the benefits of the project in finding jobs, retaining jobs, and effects on salaries.
- U.S. Forest Service and NDF must be acknowledged in all publications, audiovisuals and electronic media developed as a result of this award. Public notices must also recognize funding provided by ARRA, per the citation at the end of page 3 of this announcement.

Eligible Costs

Eligible costs include outreach, meeting room rental, training materials, speaker costs, program development, and salaries and benefits. Government agencies and non-profit organizations may request up to 7% for administrative costs so long as the expenditures are properly documented with payroll records and/or receipts. Up to \$200 may be budgeted for trees up to 15-gallon size and up to \$250 may be budgeted for pruning equipment to be used in demonstrations and/or distributed to participants. Applicants are encouraged to find partners or sponsors to donate these supplies. Any trees purchased with this funding must be planted on non-federal public property using location(s) described in the grant proposal. Subgrantee must follow Section 1605 ARRA 'Buy American Act' that requires any equipment and products purchased with federal funds be, to the extent practicable, American-made.

Grant Timelines

Proposals are due no later 5:00 p.m. Wednesday, April 14, 2010.

Notification of Funding Decision will be by end of business, April 30, 2010.

Project time lines

- Tentative final approval and *tentative* grant start date is May 17, 2010, however the project start date will vary depending upon the final signature (that of the State Forester) date on the Notice of Sub-Grant Award.
- A minimum of one training session must be completed by October 30, 2010. All training sessions must be completed by May 31, 2011.
- The end of the grant period is **December 31, 2011**.

Reporting and Reimbursement Requirements

- Progress reports are due weekly.
- A project evaluation (see *Format Outline section D.*), final report, expense budget with documentation and a final reimbursement request are due **February 15, 2011**. Final reimbursement requests must include a final report.
- Unless grantee demonstrates a need for a cash advance, payment of grant funds shall be made on a reimbursement basis documented both by receipts, dated within the grant period, and proof of payment to the vendor. Cash advances cannot exceed the funding amount needed for a 30-day period. All incurred costs must be compliant with the approved budget in the Notice of Sub-Grant Award, the original application and the scope of work. Administrative costs will be reimbursed at a rate included in the application budget and agreed upon in advance.
- Grantees who fail to submit a request for extension by **November 1, 2011** may **forfeit their grant funding**.
- Twenty-five percent (25%) of the total grant amount will be withheld until an NDF representative has verified the scope of work is complete, as agreed upon in the Notice of Grant Award.

Minimum Evaluation Criteria

- Applicants from Clark County will receive highest ranking for funding.
- Proposals meet eligibility and project requirements.
- Degree project increases awareness of tree management and care.
- Degree project encourages English language skills.
- Number of partners and level of support.
- The project evaluation details a plan to follow-up with participants and/or employers to evaluate if project participants were more successful at getting and retaining jobs, or if salaries were increased as a result of the project.

Grant Application Instructions

- Complete and submit the *Grant Application Summary*, page 4 and use as the proposal cover page. Also complete page 5 if any trees will be planted.
- Develop a scope of work, budget and evaluation using the *Grant Proposal Format Outline* below.
- Submit proposals by email to sstead@forestry.nv.gov no later than 5:00 p.m. Monday, April 14, 2010. Please call 775-684-2506 to confirm receipt of application.
- Faxed copies or late applications will not be accepted.

For additional information contact:

Susan Stead, Urban Forestry Program Coordinator, Carson City, (775) 684-2506.

Grant Proposal Format Outline

- A. Cover Page.** Complete the *Application Summary* form on page 4.
- B. Scope of Work.** The Scope of Work should include, at a minimum, description of the project activities and goals, timelines and details on the proposed outreach, training sessions and instructors, and description of partnership activities.
- C. Estimated Budget:** Provide a budget of estimated grant funded expenses in the following format:

FUNDING CATEGORY Provide with line item details and subtotals.	Line Item Subtotal	NDF GRANT FUNDING REQUESTED
Personnel / Labor		
Travel		
Operating / Supplies		
Contractual (Sub-Contractor)		
Administration / Overhead		
TOTALS		

- D. Project Evaluation.** Describe how you will measure the success of the training based on surveys made at each workshop and then follow-up surveys with participants and employers to determine the benefits of the project in finding jobs, retaining jobs, and effects on salaries. Complete follow-up surveys within six months of completing the workshop(s) to determine the results of training in retaining or finding jobs and effects on salaries. This evaluation report is due with the final report and reimbursement request.

Funding for this project was provided by the American Recovery and Reinvestment Act of 2009. USDA is working to implement provisions of the American Recovery and Reinvestment Act of 2009 (Recovery Act) to put Americans back to work and rejuvenate the nation's economy. The recovery act provided USDA with nearly \$28 billion in funding, of that, \$1.15 billion has been allocated to the Forest Service for project work in forest restoration, hazardous fuels reduction, construction and maintenance of facilities, trails, and roads, green energy projects and grants to States, tribes and private landowners.

**2009 Nevada Clark County ARRA
URBAN FORESTRY REVITALIZATION
HISPANIC WORKSHOPS APPLICATION COVER PAGE**

Return with Scope of Work and budget to sstead@forestry.nv.gov

I. ADMINISTRATIVE INFORMATION

Applicant organization/agency:

Mailing address:

Administrator name and title:

Telephone: () FAX: () email:

State Vendor Number: Grant funds would be payable to:

Federal DUNS #:

Project coordinator name/title:

Coordinator phone and email:

Alternate contact and phone or email:

Fiscal officer and phone or email:

II. PROJECT SUMMARY

a) Title:

b) Brief description:

III. PROJECT BUDGET *Provide additional detail with scope of work/project narrative.*

Funds requested \$	TOTAL	
FUNDING CATEGORY Provide with line item details and subtotals under each category.	Line Item Subtotal	NDF GRANT FUNDING REQUESTED
Personnel / Labor		
Travel		
Operating / Supplies		
Contractual (Sub-Contractor) A copy of each contract will need to be provided to NDF.		
Administration / Overhead (%) (Up to 7% allowed for government agencies and non-profits organizations.)		

IV. CULTURAL RESOURCES *Complete only for tree planting projects.*

This section to be completed *only* if trees will be purchased with this grant funding. This information need not be provided at this time, but if this proposal is approved, we will require the information when the Notice of Grant award is returned.

Project location and cultural resource question, provide for each project address.

Address 1: Park/site Name:

Legal description: Name of USGS Quad map name & date

7.5 or 15 minute (**circle one**)

Township: Range: , _____corner of Section number:

Cultural resources Have any environmental assessments, or archaeological or cultural resource surveys or inventories been completed for this site? *If yes, please attach one (1) copy with your grant proposal.*

Is this project is in a developed setting, existing park or landscape, or at a site that has previous disturbance from, for example, agriculture, construction, school grounds, parks, or roads? Describe what is currently on the site or what site preparation activities are completed:

Address 2: Park/site Name:

Legal description: Name of USGS Quad map name & date

7.5 or 15 minute (**circle one**)

Township: Range: , _____corner of Section number:

Cultural resources Have any environmental assessments, or archaeological or cultural resource surveys or inventories been completed for this site? *If yes, please attach one (1) copy with your grant proposal.*

Is this project is in a developed setting, existing park or landscape, or at a site that has previous disturbance from, for example, agriculture, construction, school grounds, parks, or roads? Describe what is currently on the site or what site preparation activities are completed: